



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 4651.3A CH-1  
BUMED-54  
26 Jun 2000


BUMED INSTRUCTION 4651.3A CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations Having Medical Department Personnel

Subj: CONTINUING EDUCATION (CE), PROFESSIONAL UPDATE TRAINING  
(PUT), AND ALTERNATIVE INSTRUCTIONAL SYSTEMS (AIS) FOR  
MEDICAL DEPARTMENT PERSONNEL

Encl: (1) Revised Page 7 to the Basic Instruction

1. Purpose. To provide a clarification for payment of fees for guest lecturers.
2. Action. Remove page 7 to the basic instruction and replace with enclosure (1).
3. Filing. Retain this transmittal letter in front of basic instruction.

  
R. C. MELENDEZ  
Assistant Chief for  
Education, Training,  
and Personnel

Enclosure (1) provides examples of previously sponsored BUMED conferences requiring approval. Enclosure (2) is a sample request and justification for a conference.

(5) Payment of Fees for Guest Lecturers. Reference (g) authorizes a stipend not to exceed \$500.00 per lecture in addition to transportation costs. Honoraria and fees in excess of \$500.00 shall have prior approval from the next higher echelon of command.

b. Nonmedical Department Activities. Requests for PUT or CE shall be prepared per enclosure (3) and forwarded via the CO to NSHS Bethesda. Requests shall be received by NSHS Bethesda 6 weeks before the convening date of the meeting or conference. Requests shall be accompanied by a copy of the course, meeting announcement, or brochure showing the course name, inclusive dates of the course, location, and fees. Any advance payment of fees or related expenses from personal funds made before receipt of NSHS Bethesda approval will be the responsibility of the individual, if the request is not approved.

c. NSHS Bethesda. NSHS Bethesda shall establish and maintain procedures for the submission, review, and approval of programs for CE credits following the requirements of the Accreditation Council for Continuing Medical Education, the American Osteopathic Association, or the American Nurses' Credentialing Center Commission on Accreditation. NSHS Bethesda shall assist Medical Department activities in the planning and implementation of quality education opportunities designed to increase competency, promote standards of professional practice, and maintain accreditation.

d. All Commands

(1) Shall establish and enforce the timely submission of travel claims procedures per paragraph 6c. Failure to comply may result in disapproval of NSHS Bethesda funding where applicable.

(2) Shall establish procedures to implement policy directed in paragraph 7a(5). If NSHS Bethesda agrees to share or split funding for TAD, the funding document shall list accounting data lines of both NSHS Bethesda and the sharing command. NSHS Bethesda shall assign the accounting classification reference numbers, the standard document number, and the tango number for use on the TAD orders. The receiving activity will prepare the TAD orders using the exact data provided by NSHS Bethesda. NSHS Bethesda will record its portion of the financial obligation by an accounting copy of its funding document, and the requesting command receiving activity will record its portion of the obligation by an accounting copy of TAD travel orders using the same standard document number assigned by NSHS Bethesda.